

IOWA DEPARTMENT OF INSPECTIONS AND APPEALS
Targeted Small Business Certification Program
(515) 281-5796

DOCUMENT LIST

Please submit the documents under “All Applicants” **and** the appropriate business structure category in order to be considered for TSB certification. **DO NOT** send original documents. Your application will not be considered until all required documentation is received, or until we have a satisfactory explanation of any omissions.

All Applicants

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| <input type="checkbox"/> Proof of minority status: birth certificate, passport, court record, tribal record Baptismal certificate, etc. | <input type="checkbox"/> Purchase agreement to purchase business equipment, if business is less than 3 years old |
| <input type="checkbox"/> Proof of female status: driver's license | <input type="checkbox"/> Loan agreements |
| <input type="checkbox"/> Proof of disability: written verification from Iowa Department of Education/Division of Vocational Rehabilitation, Department for the Blind, or a completed Verification of Disability Physician's Statement | <input type="checkbox"/> Bank signature card |
| <input type="checkbox"/> All licenses to do business and any other licenses or permits (e.g. sales tax permit, federal ID number, etc.) | <input type="checkbox"/> Business insurance certificates: worker's compensation, general liability |
| <input type="checkbox"/> State or local certification, registrations, or proofs of competence (e.g. food establishment license, cosmetology license, electrician's license, etc.) | <input type="checkbox"/> Individual payroll for the prior two months, including hours worked, gross income, deductions and net income for all employees, supervisors, and owners |
| <input type="checkbox"/> Registration of business name: county recorder's office or Secretary of State's Office | <input type="checkbox"/> Third-party agreements (e.g. equipment rental, purchase agreements, management service agreements, etc.) |
| | <input type="checkbox"/> Lease agreements |
| | <input type="checkbox"/> Resumes of all owners |
| | <input type="checkbox"/> Business plan if this is a new business or you are applying for financial assistance |

Sole Proprietorship

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| <input type="checkbox"/> Business tax forms for last three years (federal and state) | <input type="checkbox"/> Proof of capital contribution for each owner |
| <input type="checkbox"/> Personal income tax forms for the last three years (federal and state) if business taxes are not available | |

Partnership

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|--|---|
| <input type="checkbox"/> Partnership agreement | <input type="checkbox"/> Personal income tax forms for the last three years (federal and state) if business taxes are not available |
| <input type="checkbox"/> Business tax forms for last three years (federal and state) | <input type="checkbox"/> Proof of capital contribution for each owner |

Corporation

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| <input type="checkbox"/> Articles of incorporation | <input type="checkbox"/> Corporate borrowing resolution |
| <input type="checkbox"/> Bylaws | <input type="checkbox"/> Corporate income tax forms for last three years (federal and state) |
| <input type="checkbox"/> Stock certificates (issued and outstanding) | <input type="checkbox"/> Personal income tax forms for each owner for the last three years (federal and state) if corporate taxes are not available |
| <input type="checkbox"/> Stock transfer ledger | <input type="checkbox"/> Proof of capital contribution for each owner |
| <input type="checkbox"/> Proof of stock purchase (cancelled checks, etc.) | |
| <input type="checkbox"/> Minutes of first corporate meeting | |
| <input type="checkbox"/> Minutes reflecting election of directors and officers | |

Limited Liability Company

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| <input type="checkbox"/> Articles of incorporation | <input type="checkbox"/> Business tax forms for last three years (federal and state) |
| <input type="checkbox"/> Proof of capital contributions for each owner | <input type="checkbox"/> Personal income tax forms for each partner for last three years (federal and state) if business taxes are not available |
| <input type="checkbox"/> Operating agreement | |

If your business is not in operation, please provide what documentation you can. If any documentation is omitted, please explain why (e.g. pending, applied for, not available, etc.). If any current owner has been denied certification in the past, please provide a detailed explanation.

\$25.00 Application Processing Fee must accompany the application
Make check or money order payable to: Iowa Department of Inspections and Appeals
[Note: the application processing fee is non-refundable]